This training manual has been developed by the MYOB Enterprise Division - Professional Services Training for use in the delivery of training.

This manual uses a simple step-by-step approach to give you the skills and knowledge necessary to process sales and orders in your EXO Business system.

This manual has been designed for the following MYOB product:

• EXO Business

## **MYEBSO**

## Sales Orders

EXO Business

Course duration: 0.5 days

#### ABN 13 086 760 198

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Edition: 8.6

## Participants

This course is aimed at:

• Users of EXO Business.

## Prerequisites

Basic PC experience is required.

Understanding of payroll processes and procedures.

### Instructional method

The instructional method combines trainer-led demonstrations with hands-on student practice. You will work through a series of examples. Each unit concludes with a Review Task.

### Conventions used in this manual

- Objects such as buttons or icons that you must click or select are shown in **bold**.
- Information to be entered (typed in) is shown in *bold and italics*.
- Keyboard keys are shown as TAB, CTRL, etc.

Screenshots in this manual are for illustration purposes only and may differ from those in the actual product due to configuration settings.

## Symbols used in this manual

Symbol	Name	This symbol tells you
	Practice task Review task	to complete a task to practice the skills you have just learnt, or as a review task at the end of the unit to consolidate what you have learnt.
	Written Review task	to complete written questions to review the content covered in the unit.
	Optional Challenge	to complete this task if you have finished early and are looking for an extra challenge.
	Тір	about helpful tips
	Note	to take note of an important message.
	Warning	about potential problems to be aware of.
<b>V</b>	Important	to pay attention to an important notice.
ZNewz	New	where features are new for EXO Business.
EE	Reference	where to go to find more information.
	Skills Checklist	to tick off a list of skills that you have learnt during the unit.

# Objectives

In this coure you will learn how to enter and supply sales orders.

Upon completion of this course you will be able to:

- Describe the standard MYOB EXO Business sales cycle.
- Enter sales orders and discounts.
- Process a sales order and generate invoices.
- Email /Print invoices.
- Sell kits.
- Receive and allocate payments.
- Search for invoices.
- Edit invoice reference fields.
- Generate credits.
- Access auto order templates for customers.
- Process backorders and standing orders.
- Produce standard sales reports.

# Navigational & Function Keys

MYOB EXO Business can be navigated by keyboard or mouse, however a combination of both is generally used. The standard keyboard convensions for Windows are used, with a few MYOB EXO Business-specific options.

Windows Navigation Keys	
ТАВ	Moves from field to field, column to column
SHIFT+TAB	Moves backwards from field to field, column to column
ENTER	On open dialogue boxes, automatically select the OK button.
ARROW KEYS	Moves around a grid, or up and down a list.
PAGE UP, PAGE DOWN	Moves between the "sections" of some screens, such as moving from the invoice header to the body to the end.
ALT + (Underlined Letter)	ALT key plus the underlined letter on a field label activates that function, e.g. ALT + N within a the debtor account screen creates a New Debtor.

MYOB EXO Business Function Keys/Shortcut Keys					
F1	HELP				
F3	Debtor accounts search screen				
F4	Sales Order search screen				
F6	Debtor Invoice entry screen				
F7	Invoice Number search screen				
F9	Enter sales message (within an order/invoice)				
F10	Alternative delivery address (within and order/invoice)				
RIGHT + CLICK	Right-click on Exogrid header or certain field to acces additional functions or options.				
CTRL + 0	Create one-off stock items (within an order/invoice)				
CTRL + L	Stock level enquiry (within an order/invoice)				
CRTL + N	New line narrative (within an order/invoice)				

## Shortcut Menus

A shortcut menu is available at the top of the main window of each EXO Business module. This menu offers quick access to commonly used functions, e.g. accessing the Debtors Masters, accessing the Stock Masters, creating a new Sales Order, etc. Any menu item that has a shortcut key assigned will automatically appear in the shorcut menu.



Shortcut Menus

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Sales Orders

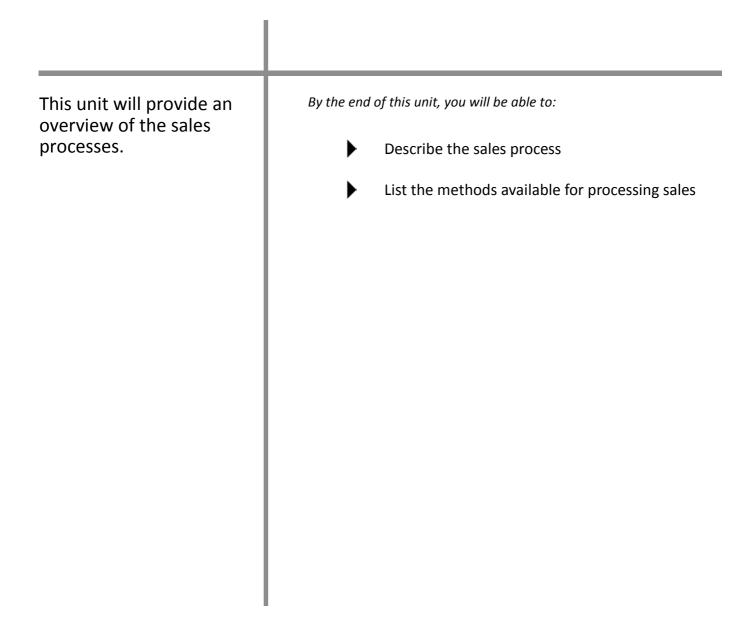
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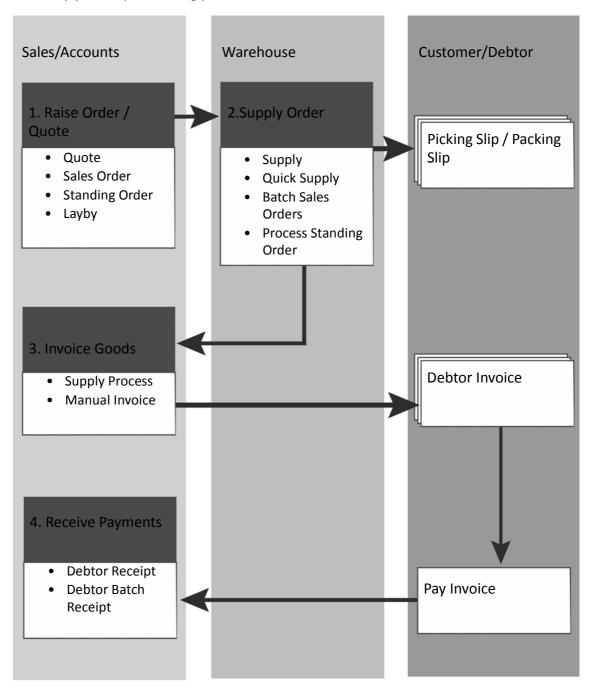
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# The Sales Cycle



# Overview

The way that sales are processed in MYOB EXO Business can vary significantly. We have focused the learning content on those processes which are generic to most implementations. This training module is intended to support the customised training offered by your implementing partner.



# Sales Options

Over the following pages we will be looking at each of the four steps in the sales process, however there are essentially two common methods for entering and processing a sale.

## Sales Order method

The first is a four step process (sales order supply process) which enables use of sales orders, backorders and quotations.

- Enter sales order
- Supply order
- Invoice goods
- Receive Payment

## Invoice method

If you do not use sales orders, you may choose to adopt a simplified, two step method:

- Invoice goods
- Receive Payment



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	$\checkmark$
List the steps in the sales process	
List the method available for processing sales	

# 2

# Entering Sales Orders

In this unit you will learn how to enter a sales order.	By the end of this unit, you will be able to: Enter a Sales Order

# Enter sales orders

#### Transactions > Sales Order (F4)

You can create a sales order, quote, standing order or layby for your customers via the transactions menu or from the **Debtor Account > Orders** tab. You can also click on the **Create/Supply Sales Orders** item on the Sales screen menu.

#### To create a new sales order/quote

- 1 Open Sales Order screen. Go to Transactions > Sales Order or press F4.
- 2 Create a new order. Click on the web button (or click on the dropdown arrow to enter a Quote, Standing Order or Layby).

New	Save Save	e & Exit 🗙 <u>C</u> ancel	🍃 Print 🔹 🗾	Narrative	🗿 Quick	Supply 🔛	Supply	付 Addresses	More Ac	tions	•	
Order #:1	0024 Status	Not Processed	Period: November	2012 Phon	e: 07-337	72 2288	Fax: 0	07-3372 2299				
count:	3. AUSSIE SPARES						Car	mpaign Wave:				))
lesperson:	2. DAVID CRANSTON	4										
portunity:	[											
elivery Add	dress											
eet: v/Town:	97 BRIDGE ST FOREST LAKE		Order date:	26.07.2012		AUD:	1		1			
ate: untrv:	QLD AUSTRALIA		Due date:	26.07.2012		Reference:	Ū					
e 5:	ADDITIONLEA		Default Loc #:	1. Sydney	•	GST:	E	Exclusive	•			
ie 6:			On Hold:	(m)		Branch:	a	). SYDNEY	•			
tra Fields												
st o/n:	30002255											
der Details												
Stock	Code	Description 12V31M BATTERY				Qty	@Price 189.51	Discount (%) 0.0	Total	Batc	h Code Analysis Code	s
	127HD		BATTERY - 127HD			6	189.51	0.0	1,137.07 110.16			
FREI		FREIGHT				1	8.00	0.0	8.00			
FT 12V31N	4 - 12V31M BATTERY	Phys	ical Qty:	9								
it of Sale:		Free	Qty:		Base Pr				al Weight:	177	Sub Total:	1,25
eight:	17.0000		Order Oty:	6	Discours	nted Unit Price:	19	89.51 Tota	al Cubic:	177	GST Total:	



**3** Select the account. Search for the correct account via the account number, part of the account name or **?-TAB**.

#### NOTE -



If EXO CRM is installed and licensed, fields will be available to track the **Opportunity** and **Campaign Wave** that generated this Sales Order.

4 Complete the header fields as appropriate.



If a contact has been specified for the Sales Order, any correspondence for the order will be sent to the contact's email address, instead of the email address on the Debtor Account. Contact your EXO Business Consultant if this option is not available and you would like to make use of this functionality.

- 5 Enter the Order Date.
- Enter the *Due Date*.
- The **Default Location** is the default location from where the stock is being sourced. Different stock locations can be set for each line item if required.
- The **Reference** field can be used to enter an additional reference.
- From the Branch dropdown list, select the sale is being assigned to.
- Enter the **Cust o/n** (customer order number) in the Extra Fields section, as well as completing any other Extra fields that may have been configured in your system.
- Select the **On Hold** option if the order needs to be put on hold. The order will appear in red and will not be able to be supplied until the option is unselected.
- 6 Enter stock information. In the order details tab, enter the stock item code (or use **?-TAB** to search). Enter the quantity and check the sell price.
- Discounts can be offered either by a percentage for each sales order line or by overwriting the sell price if your user profile allows. Certain other price rules may apply depending on your configuration which may limit your ability to discount stock items.
- To add an individual stock item narrative, right click on the line and choose Add Narrative (or CTRL+N).
- To view stock levels in all locations press CTRL+L.
- Click in the ... column to edit the discount and tax rate, Extra Field line values or to view the Price Formulation method used for pricing and discounting.
- Click on the 📃 icon in the toolbar to add a narrative to the entire sales order.

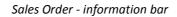
#### ΝΟΤΕ

When the price of a sales order line is changed, the colour of that line changes to purple.

- Click on the 🖪 button to minimise/maximise the sales order header panel. This is useful if you have many line items to enter and view.
- Click on the button to check the prices against the latest cost and selling prices for each stock item. A message will appear, prompting you to either keep the existing prices (**Yes**) or re-apply the latest prices (**No**) to the order.

• The information bar at the bottom of the Sales Order screen provides various information regarding the stock in the selected line.





Physical Qty:	This is the quantity of stock n the system.
Free Qty:	This is the quantity of stock that is available for sales. Stock being sold on this order will be excluded from this value once the order is saved.
This Order Qty	This is the quantity of stock begin sold on this order. The value in brakets indicate the net change in quantity since the order was last saved. <b>Note:</b> When supplying the Sales Order, the quantity for this order will also be shown on the Stock Shortage screen.
Committed Qty:	This is the quantity of stock already committed to sales orders, including this order.

- The **GST Total** shown on the bottom of the Sales Order will be calculated on the **Sub Total**. If the GST on a particular line item was changed, or lines items do not have the same GST rate, the **GST Total** will be the total of the GST for each line item.
- 7 Save the Order. Click on **Save**. The system will assign the next order number and prompt you to enter a deposit (if required).

If you need to check stock or there is a shortage of stock for the sales order to be supplied, you can check the stock or create purchase orders to purchase the necessary stock from the supplier.

8 Click on the <u>More Actions</u> drop down menu, to see stock levels, choose the option to Review Stock Availability. If stock is required to be purchased choose the option Generate PO(s) from the drop down menu to open the screen Generate Purchase Order(s) from Sales Order.

#### NOTE -

By default, only line items that have stock shortages are displayed; selecting the **Show all Sales Order lines** option displays the details of all lines on the Sales Order.

**9** A screen will appear, listing the stock entered on the sales order.

File Utilities Help									
🔀 Cancel 🛛 🚰 Generate PO(s)									
Sales Order #: 10022									
Show All Sales Order Lines									
-									_
V Supplier	Stock Code	Description	SO Qty	Supplied	Prev PO	EOQ	Recommended	Order Now	
19. CROWN MOTORS ENTERPRISES				1		4			
19. CROWN MOTORS ENTERPRISES	ALTNTR001	65AMP NOMINAL ALTERNATOR	3	3 0	(	0 0	3		3
0. MISC PURCHASES								1	
0. MISC PURCHASES	FREIGHT	FREIGHT	1	L 0	(	0 0	1		1
1. SYDNEY PART MART									ń
1. SYDNEY PART MART	BAT127HD	CHAMPION SILVER BATTERY - 127HD	:	5 0	(	) (	5		5
< 🗔									

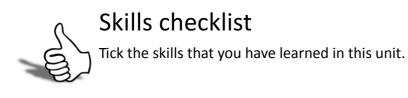
List of Purchase Orders to be generated from a Sales Order

- **10** Click on the **Supplier** option to select all the suppliers for which purchase orders are to be generated.
- **11** Click on specific suppliers if purchase orders are to be generated for those suppliers only
- **12** Click on the More Actions button.
- 13 The Purchase Orders screen will appear for each supplier.
- 14 Make any required changes to each purchase order, clicking on Save & Exit on each purchase order.
- 15 Once all the purchase orders have been created, you will return to the Generate Purchase Order(s) from Sales Orders screen.
- 16 Click on the Cancel button to return to the sales order.





SALES MESSAGES: Press **F9** to add a sales message from a list of preconfigured messages that will be entered into the description column of the sales order. If the preconfigured sales messages have not been setup you can create these as you go.



Skills	$\checkmark$
Enter a Sales Order	

# 3

In this unit you will learn how to supply sales orders.	<ul> <li>By the end of this unit, you will be able to:</li> <li>Use the Supply option</li> <li>Use the Quick Supply option</li> </ul>

**Supply Sales Orders** 

# Supply Sales Order

The second part of the four step sales process is to supply the sales order. There are a number of ways that you can supply a sales order, however it is generally recommended that you use the **Supply** option. This provides the most flexibility in terms of how goods are supplied and invoiced.

Before supplying a sales order, you will need to search for the order. Sales orders can be accessed via the orders tab on the debtor account or on the **Sales Order Search Screen**.

#### **Options for Supplying Sales Orders**

Sales orders can be supplied via:

- **1** Quick Supply (supplies the order in its entirety).
- 2 Supply (provides the most functionality and flexibility).
- 3 Batch Sales Order Processing (supplies multiple entire orders at the same time)
- 4 Standing Order Processing (processing multiple standing orders).

Batch Sales Order Processing and Standing Order Processing are covered in a later part of this module.

Once the sales order is opened you can choose to Quick Supply or Supply the order.

# Option 1: Quick Supply

Using the quick supply function allows you to supply a sales order in its entirety. You can automatically generate an invoice, packing slip and post stock movement and invoice to the general ledger, as defined by your implementing partner.

#### To quick supply sales order

Transactions > Sales Orders > [Select Order] > Supply

- 1 Open the Sales Order you wish to supply (**F4-Enter** to search a list of open sales orders and then double click on the order to open it).
- 2 Quick Supply the Sales Order. Click on the **Augure Supply** button on the toolbar.

Set quantities	Process to	Print documents
Release all for picking	Release	Picking slip
Confirm all picked quantities	Pick.	Confirmation slip
🔽 Supply all picked	V Post stock movement	V Packing slip
V Invoice all supplied	V Post invoice	Tax invoice

Quick Supply Options Screen

- **3** Set Checkbox Options. Set the quantities, process to and printing options you require. Click on the **Save as Default** button to save these as your default settings.
- 4 Check Details. Click the Details button for more options when supplying the order.

Invoice as supplied	Invoice Date as Sales Order	Invoice	e date	1/06/2	011 🔲
Check stock levels	Enter payment	Age :	0. Jun	ne 2011	8
Force to fully processed		Dispat	ch Meth	od [	] Overrid
Print labels					

**Quick Supply Options - Details** 

- Select the option **Check stock levels** to ensure there is sufficient stock to supply the order.
- Select the option Force to fully processed to set the status to Processed even if the order is not fully supplied.
- Select the option **Enter Payment** to enter a payment against the order as part of the process, e.g. cash sales.
- 5 Process the Supply. Click **OK** to process the supply.

- 6 Receive Payment. The Payment/receipt Entry screen will appear to enter payments if applicable. Click **Cancel** if there is no payment to be entered.
- 7 Allocate Payment. The allocations screen will appear to allocate the payment to an invoice if a payment has been entered.
- 8 Print Invoice. The invoice will print if that selection was chosen above.
- **9** Print Packing Slip. The packing slip will print if that selection was chosen above.

#### IMPORTANT-



Quick Supply should only be used if you do not need to make any changes to the sales order prior to processing.

# Option 2: Supply

**Sales Order Supply** is an alternative to **Quick Supply**. It allows you to supply on an order by order basis and provides the maximum flexibility.

Orders can be part supplied and items can be added to the order.

#### To supply a sales order

Transactions > Sales Orders > [Select Order] > Supply

- 1 Open the Sales Order: (F4-ENTER to search a list of open sales orders, then doubleclick on the order to open it).
- 2 Commence Supply. Click on the **B** which button on the sales order screen.

	3. AUSSIE SPARES 2. DAVID CRANST	3										
	2. DAVID CDANCT						Campa	ign Wave:				
	2. DAVID CRANST	ON										
portunity:												
livery Ad	dress											
set:	97 BRIDGE ST		Order date:	26.07.2012	AUD				i			
/Town: e:	FOREST LAKE		Due date:	26.07.2012		rence:						
ntry: 5:	AUSTRALIA		Default Loc #:		GST		Exclusive 👻					
6:			On Hold:	1. Sydney	Bran							
	Stock Levels	nt Packing Slip 📝 Gene 📝 Print	rate Invoice 🔽 En Invoice 🕅 F <u>o</u>	ter Payment rce to Fully Proce	ssed 🔽 Show		ice Date : 1.2012 🔻	Age : 0. Novemb	oer 2012 🔻	Set Default		
ck Detail	IS				Supplied Outst	anding	Released	Back Order	Invoiced	Uninvoiced	Pick Now	Supply Now
ick Detail # Stock	-	Description		Ordered		anung						
# Stock	-	Description 12V31M BATTERY		Ordered 6	0	6	0	0	0	0	0	0
# Stock 1 BATT 2 BAT1	code 12V31M 27HD	12V31M BATTERY CHAMPION SILVER BA	ATTERY - 127HD	6 2	0 0	6 2	0	o	0	0	0	0
# Stock 1 BATT 2 BAT1 3 FREIO	code 12V31M 27HD	12V31M BATTERY	NTTERY - 127HD	6	0	6						
# Stock 1 BATT 2 BAT1 3 FREIC	code 12V31M 27HD	12V31M BATTERY CHAMPION SILVER BA FREIGHT	NTTERY - 127HD	6 2	0 0	6 2	0	o	0	0	0	0
1 BATT	code 12V31M	12V31M BATTERY	ATTERY - 127HD	6	0	6						

Sales Order Supply Screen

3 Supply All and Invoice All. Click on the supplied and invoice All icons in the menu bar if all the items on the order can be supplied and invoiced. If there is a stock shortage you will be warned and only supplied stock will be invoiced. If your system is configured for backorders, you will be asked to put outstanding stock on backorder.

4 Update the Supply Details based on your operational requirements.

Invoice as Supplied Vint Packing Slip	Generate Invoice	Enter Payment		Invoice Date :	Age :	Set
Check Stock Levels	V Print Invoice	Force to Fully Processed	Show All	1/06/2011 -	0. June 2011	Default

Sales Order Supply Details

- Invoice as supplied. Select this option to automatically enter the amount in the Supply now field into the invoice now field.
- Check stock levels. Select this potion to check stock prior to processing and present backorder suggestions as required.
- Print Packing Slip.
- Generate invoice. Select this option to generate debtor invoice upon processing the receipt.
- Print invoice. Prints invoice on completion of supply.
- Enter Payment. Opens payment screen on completion of supply
- Force to fully processed. Select this option to show sales order as fully processed, even if all items have not been supplied and invoiced.
- Show all. Select this option to show all order lines, including any that may have already been supplied.
- Invoice Date. Confirm the date for invoicing of items.
- Age. Confirm period the supply will apply to.

ΤΙΡ



If configured, click the **Set Default** button on the right side of the screen to save these parameters for future supply.

- **5** Amend individual order lines. Make adjustments to the **Supply Now** quantities, **Invoice Now**, **Unit Price**, and the **Location** you are supplying the goods from as required.
- 6 Add new items. Click on the icon in the toolbar to add new line items to be supplied (in addition to the original sales order).
- **7** Search for order line. Click on the 🚵 icon in the toolbar to search for particular stock items in the order.

8 Review Quantities: Drill down on a sales order line by clicking the + button (next to the **Ordered** or **Released** quantity) to view stock levels and released, picked, supplied and invoiced quantities.

Stock Item: BAT:	127HD, CHAMF	PION SILVER B	ATTERY - 127	HD				1. Sydney
Description	Ordered	Back Order	Release	Pick	Supply	Invoice	Stock Levels	
Adjust quantity (+/-):			5	0	0	0	Physical:	16
Total quantity:	5	0	0	0	0	0	Committed: Free stock:	6 10
Last processed:			0	0	0	0	Required: Shortage:	5 0

Sales Order Supply - Stock Quantities

- **9** Review tax summary. Click on the icon in the toolbar to review tax rate and calculation.
- **10** Process the Order. Click on the ▶ Process icon in the menu bar to generate required stock movements, transactions and forms. A payment screen will appear to enable receipt of payment.

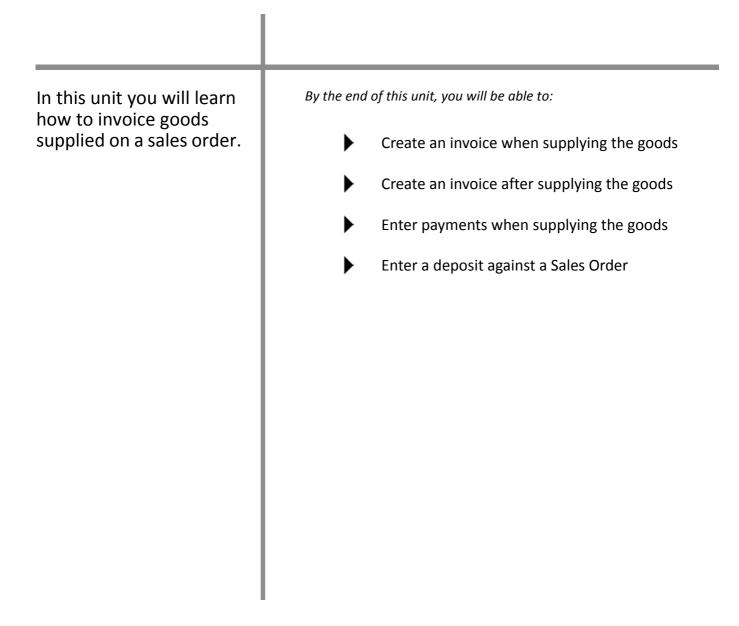


## fSkills checklist

Tick the skills that you have learned in this unit.

Skills	$\checkmark$
Supply an order using Supply	
Supply an order using Quick Supply	

# Invoice Goods



4

# Invoice Goods

Once the goods have been supplied they can be invoiced. Invoices can be generated in one of two ways:

- 1 When using the Sales order Supply Process, invoices are generated automatically if the appropriate checkbox option has been selected (ie Generate invoice). This is the most common method, particularly if you are using sales orders.
- **2** Using the Debtor Invoice Entry screen. This option allows stock to be sold and an invoice created directly without the need for a sales order.

# **Option 1: Invoice when supplied**

Invoices are most commonly generated at the time of supply of the sales order.

When using **Quick Supply**, the option **Invoice All Supplied** should be selected in the Quick Supply option screen as follows.

Set quantities	Process to	Print documents
Release all for picking	Release	Picking slip
Confirm all picked quantities	Pick	Confirmation slip
🔽 Supply all picked	Post stock movement	V Packing slip
🔽 Invoice all supplied	V Post invoice	Tax invoice

Quick Supply Order screen - Invoice All Supplied

When using **Supply**, the **Generate Invoice** option should be selected in the **Sales Order Supply** screen. If you are invoicing all of the items, select the **Drvoice All** icon in the toolbar to set all items to be invoiced. If you are only part invoicing, enter the quantity to be invoiced in the **Invoice Now** field of the stock item/s being sold.

Order Details Supply Details							
✓ Invoice as Supplied ✓ Print Packing Slip	👿 Generate Invoice	🔽 Enter Payment		Invoice Date :	Age :		Set
Check Stock Levels	V Print Invoice	Force to Fully Processed	Show All	1/06/2011 -	0. June 2011	•	Default

Sales Order Supply screen - Generate Invoice

#### WARNING



If you have not selected the option **Invoice All Supplied** when processing via **Quick Supply** or **Generate Invoice** when processing via **Supply**, the invoice will not be generated and the sales order will only be partly processed. Reopen the sales order and click on **Supply**. Notice that the invoiced column = 0. Click on the **Invoice All** button and click **Process** to generate the debtor invoice.

# **Option 2: Direct Invoice Entry**

This option can be used when there is no existing sales order to be processed. Stock items can be sold directly without the need for a sales order. In this case the sales process would be a simple two step process:

- 1 Debtor Invoice
- 2 Debtor Receipt

#### To create a Debtors Invoice

Transactions > Debtors Invoice (F6)

New I	Save 🗙 Can	cel	New Account	Tax Rates									
Account: CASH	SALES					A	lert:						
nvoice <u>P</u> ayment	s / Delivery												
count: 0. CASH	SALES							Salespers	on:			GST	Induded:
Invoice <u>d</u> ate:	04.04.2012		Customer order no:	0	- 1	Age:		0. April 20	12 👻	Campaign Wave	PROMOT	TE1 - FIRST COMMUN	
Payment due:	04.04.2012		Invoice no:			AUD:			1	Opportunity:			
<u>R</u> eference:			Location:	1. Sydney	•	Branch:		0. SYDNE	· •				
Stock Code		Descripti	on		Qty	@Price		Disc(%)	Total	Batch Code	Options	Analysis Codes	Job Co
AIRPRE01 ALARM05 MOTOIL01 ANTSEI01		SECURIT	SSURE GAUGE Y ALARM OIL ZE LUBRICATOR			4	5.19 73.91 4.45 19.95	0.0 0.0 0.0 0.0	147.82 17.80	2			
voice Totals:						St	ock lev	el:	5 Sub total GST tota		211.5		23

Debtor Invoice Entry

- 1 Create new invoice. Click we from the debtors invoice screen.
- 2 Search Debtor Account. Enter the debtor account number or part of the name to search and press **Enter**.
- **3** Enter invoice header information such as customer order no., location, reference, salesperson, etc.

ΤΙΡ



On foreign debtor invoices you can select a historical exchange rate by entering a "?" into the currency field and pressing TAB to open the **Foreign Currency Search** window.

## NOTE If EXO CRM is installed and licensed, fields will be available to track the **Opportunity** and **Campaign Wave** that generated this Invoice.

- 4 Enter invoice line details such as stock code, quantity, price, discount.
- 5 Check tax and costing. If required, click on the invoice line periscope ( \_\_\_\_\_ in the options column, or CTRL+F2) to check the tax rate and price formulation. Tax is normally calculated automatically based on the GST rate set in the debtor account, stock item or GL account setting.

				×
File Help				
🔒 Save	🗙 <u>C</u> ancel 🛛 🍞 Shov	v Stock Item	Price Formulation	
ine #: 1. AII	RPRE01. AIR PRESSURE	GAUGE		
Line Details	1000		ar .	~~
Quantity:	Þ	GST rate:	20. 10% SALES - ATTRACTING GST	•]
Unit price:	5.19	GST value:	2.60	
			10.001	
Discount %	0.0	Margin:	12.3%	

Invoice Line Periscope

6 Add narrative. Use the icon in the menu bar to add a comment to the whole invoice. Alternatively add a specific narrative to each line item by right-clicking on the line item (or CTRL+N).

## Enter payment details





When entering a debtor payment, the amount should populate automatically from the invoice. If not, press the **Spacebar** to enter the amount from the debtor invoice.

1 Enter payment. If the debtor is paying at the same time as the invoice is being entered, click on the **Payments/Delivery** tab and enter details as appropriate. When payment is made directly against the invoice in this manner allocation will occur automatically.

Payment Type Amount Bank Branch Drawer Cheque No. / Ref Analysis Codes MASTERCARD 232.67	Analysis Codes	Cheque No./Ref						
	interpret doubt	and decision free		Drawer	Branch	Bank	Amount	Payment Type
				Diditer	Di di Ich	100		
Image: second						ă.d	- too	
						_		
Delivery details:								Dalivoru dataik
Dervery details: Street: 256 General Drive								
City/Town: Baulkham Hills							Baulkham Hills	
State: NSW Country:							NSW	
Line 5: 2565				-			2565	
			ss	Select Addr				Line 6:
Line 6: Selec <u>i</u> Address								
			SS	Select Addr			2565	

#### Payments/Delivery Tab

#### WARNING

This method of receiving payment does not facilitate calculation of prompt payment discounts. Use single debtor receipt to enable this utility.

- 2 Enter Delivery Details. Click on the Payments/Delivery tab to enter any specific delivery address
- 3 Save the invoice. Click on save the invoice. The system will prompt you to print the invoice if it has been configured that way.

#### ΝΟΤΕ



The Payments/Delivery tab can be removed from the debtors invoice screen. See your implementing partner.

#### IMPORTANT-

The Debtors Invoice Entry option should only be used when there is no existing sales order.

# Taking Deposits on Sales Orders

Taking deposits against sales orders follows the same process as taking payments against invoices.

- Enter the debtor payment details in the **Payment/Receipt Entry** screen and then click on the **Sales Orders** tab.
- Tick in the **Sel** column of the sales order/s that the deposit relates to and **Save** to save the deposit entry.

File Help <mark>🚽 S</mark> ave 🗙												X
Save 🗙												9
	Cancel				_	_	_	_	_			
Account: D	ANIEL PAYNE			A	lert:							
Account : 23	3. DANIEL PAYNE	i								Aged Ba Current:		
Date: 1	1/06/2011	🛛 🔹 Per	iod: (	0. June 201	1 •	Age:	Current		j	1 months 2 months 3+ mont	s:	0.00
Type:	ASH	▼ Am	ount:	_	25.00	AUD:		1	]	Balance:	15.	0.00
Bank:		Branch: [			Drawer:					Chq/Ref:		
Invoice no:		Job	Code:			Ana	ysis Code	s:			]	
Bank A/c: 00	0-04000-00. CUR	RENT BANK		т								
Transactions	Sales Orders	Depos	it									
and a second	ler No Cust O/N	Order date	Due Dat	te Ref				Value Inc Tax	Deposits	Balance		Statu
V 1	10024	1/06/2011	1/06/20	011				\$116.64	\$0.00	\$116.64	0 - Not Proc	essec

Deposit on Sales Order

Multiple deposits can be taken against the one sales order if required and a deposit can be taken on an unsupplied sales order.

When the sales order is supplied and invoiced, the final payment can be taken through the Transactions tab of the **Payment/Receipt Entry** screen. Both the original deposit and the new payment must be allocated to the invoice.

	DANIEL PAYNE				Alert:							
Account :	23. DANIEL PAYNE	E									d Balance	
Date:	1/06/2011		Period:	0, June 20	11 -	A.001	Current		-1	1 m	rent: onth: onths:	91. 0. 0.
Date.	1/00/2011		renou.	or parte 20		Age.	Current			3+1	months:	0.
Type:	EFTPOS	•	Amount:		91.64	AUD			1	Bala	ance:	91.
Bank:		Brand	ch:		Drawer:					Chq/Ref	ħ	
Invoice no:			Job Code:			Ana	lysis Codes:					
	00-04000-00 CUR	DENT B				Ana	lysis Codes:					]
	00-04000-00. CUR	RENT B				Ana	lysis Codes:					
Bank A/c: Transactions	Sales Orders					Ana	lysis Codes:					
Bank A/c: Transactions View Criteria	Sales Orders	D	ANK ACCOU					Allocation	-			
Bank A/c: Transactions View Criteria	Sales Orders	D			Adjustmen		ilysis Codes: locate (%)	Allocation 0. June 2	-	•		
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Bank A/c: Transactions View Criteria Only Unalloo Sel Trans	Sales Orders ated Transactions SO # Date 0 10024 01.06.	D 	Deposit Deposit Eind Transaction DEPOSIT	NT Branch SYD	Inv No	t Part A Ref 1 I CASH	locate (%)		011 Amount -\$25.00	To Allocate \$0.00	1	PP Disc Amnt \$0.00
Bank A/c: Transactions View Criteria Only Unalloo Sel Trans	Sales Orders ated Transactions SO # Date 0 10024 01.06.	D 	Deposit Deposit Eind Transaction DEPOSIT	NT Branch SYD	Inv No	t Part A Ref 1 I CASH	locate (%)		011 Amount -\$25.00	To Allocate \$0.00	1	PP Disc Amn \$0.00
Bank A/c: Transactions View Criteria Only Unalloo Sel Trans	Sales Orders ated Transactions SO # Date 0 10024 01.06.	D 	Deposit Deposit Eind Transaction DEPOSIT	NT	(Land Rocksman)	t Part A	locate (%)		011 Amount	To Allocate	1	PP Disc Amnt

Final Payment & Allocation on invoice following a deposit on the sales order

#### ΤΙΡ



If you are taking a payment against an invoice following a deposit and cannot see the transaction, ensure that the order has been supplied and an invoice created.



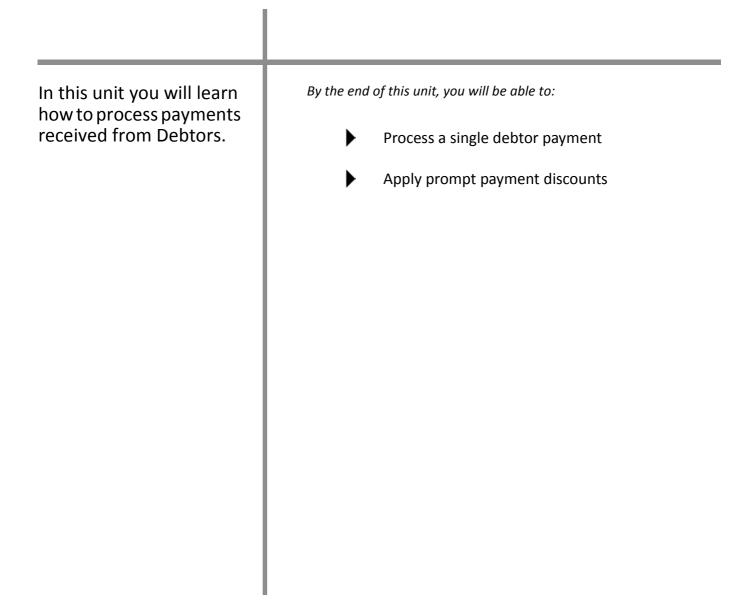
## Skills checklist

Tick the skills that you have learned in this unit.

Skills	$\checkmark$
Create an invoice when supplying the goods	
Create an invoice after supplying the goods	
Enter payment when supplying the goods	
Enter a deposit against a Sales Order	

Sales Orders

# 5



**Receiving Payment** 

## Receive Payment

Debtor payments can be recorded in number of ways. How you will enter payments depends on your business processes, however these are the most common methods for taking payments.

- 1 The **Payments/Delivery** tab on the debtors invoice entry screen (for receiving payment at the same time as creating an invoice, e.g. a cash sale). This has been covered previously in this module.
- 2 The **Debtors Receipt** screen (for individual payments against a single debtor).
- **3 Debtors Receipt Batch Entry** screen (for multiple receipts against multiple debtors, e.g. EFTPOS receipts and cheques).
- **4** Integrated Cashbook. This is used when entering direct debit payments straight to the bank account.

In this module we will look at using the **Debtors Receipt** screen to receive and allocate a single debtor payment.

# Enter Single Debtor Payment

The Debtors Receipt screen can be used when entering a single payment against a single debtor. As this transaction will post individually to the Bank, and will appear as a single entry in the bank reconciliation screen, it is not to be used for banking multiple cheques or EFTPOS payments. These should be entered using **Debtors Receipt Batch Entry** to allow batching of payments for ease of reconciliation.

Receipt and allocation of the payment against particular invoices occurs in the same screen. Prompt Payment discounts can also be accounted for in this payment screen.

#### To receive a single debtor payment

	ave ≽	Cancel	F.											
Ace	count: ]	JAMES BARRY				Alert:								
Accou	unt: 7	7. JAMES BARRY	٢										ed Balances:	l
)ate:		1/06/2011		Period:	0. June 20	11 -	Age	: From Oldes	•			1	urrent: month: months:	893. 0. -328.
	G					200.00	1	Contraction	1				+ months: alance:	328. 893.
ype:	: E	MASTERCARD	•	Amount:		360.20	AUD	•	1					357053
anki			Bran	ich:		Drawer:				Chq/R	ef:			
ivoid	ce no:			Job Code:			An	alysis Codes:						
Bank .	A/c: 0	00-04000-00. C		BANK ACCOUP			An	alysis Codes:				]		
ank . Trans	A/c: 0	00-04000-00. Cl					An							
iank . Trans /iew (	A/c: 0 sactions Criteria	Sales Orders		BANK ACCOUP			]		Allocation age:					
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ank ans ew Dniy	A/c: 0 sactions Criteria Unalloca Trans # 70 113	Sales Orders ated Transaction SO # Date 17.0 29.0	e 08.2010	BANK ACCOUN Deposit	NT Branch	Inv No 10045	nt Part A	illocate (%)	0. June 2011 Amount	<ul> <li>To Allocate Al</li> <li>\$387.28 0</li> <li>-\$387.28 0</li> </ul>		PP Disc Amnt		\$43.03
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ank ans ew Dniy	A/c: 0 sactions Criteria Unalloca Trans # 70 113 243 273	Sales Orders ated Transaction SO # Date 17.0 29.0 01.0 03.0	e 08,2010 09,2010 03,2011 04,2011	BANK ACCOUR Deposit Eind Transaction INVOICE PAYMENT INVOICE PAYMENT	Branch SYD SYD SYD SYD	Inv No 10045 10134	nt Part A Ref 1 CHEQUE	ullocate (%)	0. June 2011 Amount \$387.28 -\$387.28 \$328.61 -\$328.61	<ul> <li>To Allocate Al</li> <li>\$387.28 0</li> <li>\$328.61 0</li> <li>\$328.61 0</li> </ul>		PP Disc Amnt \$0.00 \$0.00	\$0.00 \$0.00 \$0.00 \$0.00	\$43.03 \$0.00 \$36.51 \$0.00
ank ans iew Dnly	A/c: 0 sactions Criteria Unalloca Trans # 70 113 243	Sales Orders ated Transaction SO # Date 17.0 29.0 01.0 03.0 26.0	e 08.2010 09.2010 03.2011	BANK ACCOUR Deposit Eind Transaction INVOICE PAYMENT INVOICE PAYMENT	Branch SYD SYD SYD	Inv No 10045	nt Part A Ref 1 CHEQUE	llocate (%) Ref 2 002369	0. June 2011 Amount \$387.28 -\$387.28 \$328.61	<ul> <li>To Allocate Al</li> <li>\$387.28 0</li> <li>\$387.28 0</li> <li>\$328.61 0</li> </ul>		PP Disc Amnt \$0.00 \$0.00 \$0.00	\$0.00 \$0.00 \$0.00	\$43.03 \$0.00

Transactions > Debtors Receipts > Debtor Receipt

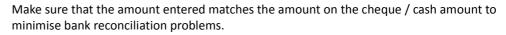
Single Debtor Payment Screen with Adjustment

- 1 Open the payment/receipt entry screen via the path outlined above or via the Enter Debtor Payment > Debtors Single Payment Entry on the Sales screen.
- 2 Search debtor account. Enter the debtor account number or part of the name to search and press Enter.
- **3** Enter payment details such as the Date, Amount and Payment Type.
- ΤΙΡ



Debtor payments can also be received via the Transactions tab of the debtor account. Click on the icon to access the Debtor Single Payment Entry screen.  If the payment type is cheque, enter the cheque details such as Bank, Branch, Drawer, Chq/Ref. This information will be stored for the next time you receive a cheque from this customer.

#### IMPORTANT-



4 Allocate payment to invoices. Unallocated transactions appear in the transactions grid below the payment details. Click in the **Sel** column of the invoice that the payment relates to fully allocate the payment to this invoice (or use the **Enter** key to allocate or unallocate the invoice).

#### ΤΙΡ



When allocating payments, press Enter in the transaction field to fully allocate or unallocate that amount.

- **5** Amend allocation if required: If the payment amount does not match the invoice amount, use the following tools to make adjustments as required:
- Adjust allocation amount: If the payment is a few cents more or less than the invoiced amount, click on the Adjustment button to create an automatic adjustment entry.
- Part allocate a payment or invoice. When the amount paid is significantly different to the invoiced amount (i.e. cannot be "adjusted" as above) you can part allocate the payment. Select the appropriate invoice, click on the Part Allocate (%) button and click OK to accept the suggested amount. Click OK and the Yet To Allocate amount should revert to zero and the payment and allocation can be saved.

• If there is still an amount to allocate click on the next invoice and click Patt Allocate (%) until the full payment amount has been allocated.

Age: Current	*	_	Cu 11 21 3-	ged Balances: urrent: month: months: + months: alance:	1538. 0. 0. 1538.
	-		Cu 11 21 3-	urrent: month: months: + months:	1538. 0. 0. 0.
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f1 Ref2	Amount	To Allocate Al PP D	isc PP Disc Amnt	Receipt Amt	Taxtota
	\$1,538.00	\$880.00 0		\$658.00	\$0.00
ALL	\$10.00	\$10.00 0		\$0.00	\$1,1
(	Part Allocate (%)	1 Ref 2 Amount	Part Allocate (%) 0. June 2011   I Ref 2 Amount To Allocate Al PP D	Part Allocate (%) 0. June 2011   1 Ref 2 Amount To Allocate Al PP Disc PP Disc Amnt	Part Allocate (%) 0. June 2011 1 Ref 2 Amount To Allocate Al PP Disc PP Disc Amnt Receipt Amt

Single Debtor Payment with Part Allocation

• A summary of the adjustments and allocations is visible in the black band at the bottom of the screen.

#### IMPORTANT-



The **Yet to Allocate** amount at the bottom right of the screen should equal zero in order to finalise the allocation.

6 Save the payment and allocation. Once the **Yet To Allocate** balance is 0.00 (on the black band on the screen) you can save the transaction by clicking **Save**.

#### NOTE -



If you are unable to resolve the allocation you can save the payment without allocating it to an invoice. The payment will need to be allocated later via the *incomposition* is tab of the debtor account.



Payments can be allocated at any time by going into the debtors transaction screen and clicking on the **a** icon in the toolbar.

#### **Prompt Payment Discounts**

Prompt Payment Discounts can be calculated on an invoice by invoice basis. Click on the appropriate invoice in the transactions grid of the payment screen and click the **PP Disc** checkbox.

This calculates the discount amount based on the percentage specified in the **Details2** tab of the debtor account and will also allocate the invoice.

Total discount, payment and adjustment amounts can be viewed in the black band at the bottom of the debtor receipt screen.

	/Receipt Entry		_										2
File Help													
<u>Save</u>	🗙 <u>C</u> ancel 🛛 🚺												
Account	AUSSIE SPARES			Alert:									
Account :	3. AUSSIE SPARES	5								O	ged Balances: urrent:	1538.	
Date:	1/06/2011	Period:	0. June 2	011 -	Age	Current				2	month: months: + months:	0.	.00
Type:	CASH	▼ Amount	( <u> </u>	1461.10	AUD	:	1				alance:	1538.	
Bank:		Branch:		Drawer:				Chq	/Ref:				
invoice no:		Job Cod	le:		An	alysis Codes:							
Bank A/c:	00-04000-00. CUR	RENT BANK ACCO	JUNT										
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Single Debtor Payment with Prompt Payment Discount

#### ΤΙΡ



Use the **Spacebar** to quickly calculate prompt payment discount (or remove the prompt payment discount) against a selected invoice.

#### WARNING



Prompt payment discounts do not automatically refer to the payment terms specified in the **Details1** tab of the debtor account. The prompt payment discount checkbox should only be selected if the customer is paying within the terms set by your business.



### Skills checklist

 ${f \gamma}$  Tick the skills that you have learned in this unit.

Skills	$\checkmark$
Process a single debtor payment	
Process prompt payment discounts	

Sales Orders

# 6

# 

Working with

Invoices

## Working with Invoices

Existing invoices are most commonly accessed via the transactions tab on the Debtor Account. From here a number of functions are available.

Depending on your profile configuration, invoices can be:

- Emailed
- Edited
- Credited
- Duplicated
- Adjusted through a journal entry.
- Searched
- Printed
- Allocated to / unallocated from a payment
- Previous allocation information can also be viewed

#### ΤΙΡ



These functions are available through the toolbar icons or via a right-click on the invoice in the Transactions tab of the Debtors Account.

# Editing Invoices

While there is a profile that will enable full editing of invoices, it is recommended that only invoice reference fields be changed.

#### WARNING



Editing of invoice details is not recommended business practice. An Invoice consitutes a legal document, thus editing an invoice may have legal/audit implications. Recommended business practice is to raise a Credit Note to reverse the incorrect invoice, then to raise a new invoice with the correct details.

If an invoice contains an error in terms of quantity or stock item, you should generate a credit against that invoice and then recreate a new invoice. Refer to *'Generate Credit Notes / Returns'* on page 40 for further information on crediting invoices.

If the error is in one of the reference fields and your profile allows, the following procedure outlines how to edit the invoice reference fields.

#### To edit invoice reference fields

- 1 Find the relevant invoice in the **Debtor Account Transactions** screen.
- 2 Right-click on the invoice and select **Edit Reference Fields** (If this option is not visible, see your implementing partner).

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<u>S</u> ave 🔀	<u>Cancel</u>				
Account: 2.	ALL CAR PARTS		Trans Ref: 3	08	
rans Date:	11/05/2011	Reference :		Cust Order No:	
ayment due:	30/06/2011	Reference 2 :			
mount:	\$3,575.75				
larrative :					

Edit Reference Fields screen

**3** Edit existing information such as payment due date, reference fields and the narrative as required and click **Save**.

ΝΟΤΕ



Invoices can only be edited if they are in the current period and have not been posted to the General Ledger.

## Generate Credit Notes / Returns

Accounts > Debtors Accounts > Transactions > Generate Credit

If your profile allows, an existing debtor invoice can be reversed.

Click on the relevant invoice in the Debtor Account Transactions screen and then click on

the icon in the menu bar. The **Debtors Invoice Entry** screen will be displayed with the original invoice available for editing, but with negative invoice quantities and therefore a negative price. This will also put all stock items back into stock.

If required, you can edit the credit note prior to processing, to allow for partial credits and returns.

#### IMPORTANT-



Once the invoice has been reversed, you may also need to reverse any payments that have been made against that invoice.

# Reversing Payments / Refunds

Debtor Account > Transactions > Payment [Right-Click]

#### To reverse a payment

This procedure can be used when a payment needs to be reversed (e.g. credit card payment has been receipted into the system but the payment is rejected by the bank), or to offer a refund to a customer.

- 1 Search for payment transaction: (via the **Transactions** tab of the debtor account). If the payment has already been allocated you will need to remove the tick from "show only unallocated".
- 2 Right-click on the payment transaction and select **Reverse Payment**.

#### WARNING

꽗

Once the reverse payment option has been selected, it cannot be cancelled.

**3** The **De-allocations Information** screen will show you the allocations being automatically reversed.

Date	Inv No	A/c	Name	Trans Type	Branch	Ref 1	Ref 2	Amount
24.03.11	10145	3	AUSSIE SPARES	Invoice	SYD			-\$1,600.00
02.05.11		3	AUSSIE SPARES	Payment	SYD	D/CREDIT		\$5,075.40
			I		310	DICREDIT		
					310	DJOREDIT		

**De-allocations Screen** 



When using this method, deallocation of the original payment occurs automatically.

- 4 Select Close and the payment will reverse.
- **5** The reversing transaction will show in the Transactions screen of the debtor account as a **Refund**. If it is in fact a Dishonour, then you may wish to edit the reference fields and choose **Dishonour** as the payment type.

#### IMPORTANT-



If the original payment is part of an unlocked or unposted banking batch, the reversal will appear in the same batch.

## Invoice Number Search

If you are having difficulty locating a particular invoice, the **Invoice Number Search** utility can be useful.

 TIP

 Search invoice number is available from the transactions tab of the debtor account or by pressing F7.

This may be used when an invoice needs to be viewed and printed or emailed (e.g. when conducting a quick search for a particular debtor invoice number). It can also be used to search for Creditor invoice numbers if required.

#### To search and print invoice

Utilities > Debtors Utilities > Invoice Number Search

	nvoice 🛛 🎃 Print I	Invoice 🛛 🚕 F	rint D	ocket 👌	Print Receip	PT.					
invoice: 1											
Search Crit	teria							-			
Search <u>K</u> ey	: 101	Search		Extended	Quick ra	nges:	All Periods 🔹	Branch no:	0. SYDNE	Ŷ	5
					Start da	te:	25/05/2011 -	Shift:	<all shift<="" th=""><th>s&gt;</th><th></th></all>	s>	
Debtor	rs <u>C</u> reditors				End date	e:	1/06/2011 -	Terminal ID:	: <all term<="" th=""><th>ninals&gt;</th><th></th></all>	ninals>	
									2		_
Segno	Entry Time	Inv Date	A/c	InvNo	Trans type	Name		OutStanding	Tot inc GST	Tot exc GST	
185	19, 12, 2010 04:01	19.12.2010	20	10100	Invoice	ALLPA	RTS AUTOMOTI	\$0.00	\$2,307.04	\$2,307.04	
186	21, 12, 2010 04:03	21.12.2010	0	10101	Invoice	CASH	SALES	\$0.00	\$417.42	\$371.04	
188	23.12.2010 04:07	23.12.2010	3	10102	Invoice	AUSSI	E SPARES	\$0.00	\$3,138.00	\$3,138.00	
189	26.12.2010 04:09	26.12.2010	0	10103	Invoice	CASH	SALES	\$0.00	\$198.90	\$176.80	
191	28.12.2010 04:12	28.12.2010	21	10104	Invoice	COMF	ORT AUTOMOTI	\$0.00	\$554.90	\$554.90	
197	02.01 <mark>.2</mark> 011 04:31	02.01.2011	1	10105	Invoice	KNIGH	IT NICOL AUTOS	\$0.00	\$1,538.00	\$1,538.00	
198	04.01.2011 04:33	04.01.2011	0	10106	Invoice	CASH	SALES	\$0.00	\$227.53	\$202.25	
200	06.01.2011 04:35	06.01.2011	0	10107	Invoice	CASH	SALES	\$0.00	\$29.15	\$25.90	
2.2.2.1	10.01.2011 04:37	10.01.2011	0	10108	Invoice	CASH	SALES	\$0.00	\$97.99	\$87.10	
202		11.01.2011	0	10109	Invoice	CASH	SALES	\$0.00	\$387.61	\$344.54	
	11.01.2011 04:46					120412-043	AR PARTS	\$0.00	\$1,516.33		

Invoice Number Search Screen

- 1 Open the Invoice search screen. Press F7.
- **2** Search for the invoice/s you require:
- Search using invoice number. Enter all or part of the invoice number into the **Search Key** and click **Search**.

- Search using invoice amount. Enter the full amount of the invoice, without the dollar sign, into the search field (277.82). The system will return any invoices with that exact amount. At this stage the system does not support entry of a range of invoice values.
- Search using date parameters. Use one of the quick ranges (today, last 7 days, this period, all periods) or click custom to specify a start date and an end date to search within a range. Click **Search**.
- Specify branch no. Specify the branch number if required to further filter your search criteria. Click **Search**.
- **3** View invoice details. Click **View** to view the invoice details. Once in view mode you can view an "office use only" version of the invoice.

		Tax In	voice 10100
notopartez.com	Motopartz.com.au           PO BOX 6894           YORK ST           SYDNEY           PH         02-8234-2800           FAX         02-8234-2899           Email         info@motopartz.com.a	Date Account # Your Ref #	1.17.29
Invoice To :	Deliver To :		
LLPARTS AUTOMOTIVE LTD	ALLPARTS AUTOMOT ALLPARTS AUTOMOT UNIT 14B ORGREAVE	IVE LTD	Ì
HEFFIELD, YORKSHIRE CTORIA	SHEFFIELD, YORKSH VICTORIA		
TORIA	SHEFFIELD, YORKSH VICTORIA	IRE	scount Linetotal
	SHEFFIELD, YORKSH	IRE	scount Linetotal

Preview Invoice

**4** Print the invoice. If required, use **Print Invoice** to print the invoice or **Print Docket** to print a sales docket with salesperson's name.

# Email/Print Multiple Invoices

The invoice batch printing function can be used when needing to email or print a series of invoices (say, all invoices from a particular day's trading or a specific range of invoices).

#### To email multiple invoices

1 From the **Sales** screen, click on the Betch Print Invoices button.

le Help							
<u>ل</u> oad <u>ا</u>	😂 Print All 💡	🔒 <u>P</u> rint 🔛 Ma	ilshot				
om Date:	08.05.2012	▼ From Inv No:	10006	From A/c No:			
Date:	08.05.2013	<ul> <li>To Inv No:</li> </ul>	1017	To A/c No:			
Include I	nvoices to Branch A	ccounts	Exclude	If Already Printed Exclude	If Already Emaile	Ч	
	ber List to Print (se				in the cody children		
Accoun	t Groups	Ē	Custom Eil	ter SQL			
 TRADE			Custom Eil	ter SQL			
			Custom Eil	ter SQL			
TRADE RETAIL		Invno	Custom Eili		Amount	Alphacode	Post Code
TRADE	GN	Invne 10006	Accno			Alphacode OWEDEN01	Post Code
_   TRADE   RETAIL   FOREI # 6	GN Transdate		Accno	Name	\$2,043.50		Post Code
TRADE RETAIL FOREI # 6 11	SN Transdate 23:05:2012	10006	Accno 11 9	Name 11. OWEN DENTION	\$2,043.50 \$1,923.20	OWEDEN01	Post Code
- TRADE RETAIL FOREI # 6 11 16	Transdate 23.05.2012 29.05.2012	10006 10010	Accno 11 9 4	Name 11. OWEN DENTON 9. MARKET PARTS	\$2,043.50 \$1,923.20 \$824.45	OWEDEN01 MARPAR01	Post Code
# 6 111 16 18	Transdate 23.05.2012 29.05.2012 17.05.2012	10006 10010 10013	Accno 11 9 4 6	Name 11. OWEN DENTON 9. MARKET PARTS 4. CAR JUNCTION	\$2,043.50 \$1,923.20 \$824.45	OWEDEN01 MARPAR01 THECAR01 SYMSTC01	Post Code
	Transdate 23.05.2012 29.05.2012 17.05.2012 17.05.2012	10006 10010 10013 10014	Acano 11 9 4 6 5	Name 11. OWEN DENTON 9. MARKET PARTS 4. CAR JUNCTION 6. CENTRAL SERVICE STATION	\$2,043.50 \$1,923.20 \$824,45 \$2,942.58	OWEDEN01 MARPAR01 THECAR01 SYMSTC01 DCPAN01	Post Code

Invoice Batch Printing Screen

- 2 Enter the search parameters you require (e.g. Date, invoice number and/or account numbers).
- **3** Specify an account group or custom SQL if required.
- 4 Select the Exclude If Already Printed and\or Exclude If Already Emailed options to exclude invoices that have already been printed or emailed.
- **5** Click **Load** to load the invoices that fit the search criteria.
- 6 Click **Mailshot**. This will launch a pop up asking "Collate nvoices for each customer into single email?".

7 The Mailshot screen allows you to decide who to email and how.

: n	Pause	🗖 Stop 🕨 Go 🕼 Exit	Check	All Em	ail Check All Print Uncheck All Email Uncheck All	Drint Uncher	k All Done
:	Pause	Stop So Marchie					k All Done
Ema	il Mode:	Default Email Client 🔹	1	Email	Body as plain text Confirm each email on s	creen	
Print	ter URL:	Default					
CI E	File:						2
CLM	File:						2
Atta	chments:						0
		.L					
ID	Name	and the second	Email	Print	Primary Email	Done	# Invoices
0	CASH						84
1		T NICOL AUTOS			dwaner@alfrednichols.com.au		6
2		AR PARTS		0	spares@allcar.com.au		17
3		E SPARES			carl.brooks@myob.com		12
4	100 Mar. 1997	AR JUNCTION			shelbyquinn@carjunction.co.nz	V	3
5		PANELBEATERS			connor@hotmail.com.au		6
6	SYMO	NDS ST CENTRAL SERVICE STAT		1	trev@centralservice.com.au		1
7		BARRY			jbarry@dear.net.au	<u></u>	5
8		LAWRENCE			marklawrence@xtra.com.au		4
9		ET PARTS			accounts@marketparts.com.au		4
10	and personal risk	EMERSON			nigelemerson99@hotmail.com		1
11	Soldinary)	DENTON			OWEND@CLEAR.COM.AU	2	2
12	PAUL	HOLLAND MOTORS	10		PAUL@HOLLAND.CO.NZ		1
13	SUVA	PARTS			PARTS@SUVAPARTS.IS.FJ		3

Batch Invoice Print - Mailshot

• Email Mode. From the dropdown list, select how emails should be sent:

Disabled will prevent emails from being sent.

EXO SMTP will use the EXO Business SMTP server. (Recommended for large batches of emails.)

Default Email Client will use the user's default email software.

- Email body as plain Text. Select this option to restrict the text format of the email body to plain text, rather than HTML.
- Confirm each email onscreen. Select this option to display a confirmation message before sending each email.

#### NOTE -



If the **Confirm each email onscreen** option is selected the email will be displayed prior to sending for editing if required.

- Printer URL. From the dropdown list, select the printer to be used for printed invoices.
- CLE File. Specify the Clarity email template to be used.

- Attachments. Specify any attachments to be sent with the emails.
- From the list of debtors select the invoices to be emailed or use the tool bar options to check or uncheck all.
- Click on the **Go** button to start the mailshot.

# NOTE –

If the invoices attached to an email exceeds the specified email size, the invoices will be split over multiple emails. This is controlled by the company profile setting Batch Invoice Mailshot Attachment Size Limit in the EXO CONFIG.

#### To print multiple invoices

- **1** To print multiple invoices
- 2 From the Sales screen, click on the Batch Print Invoices button.

File Help							
ြဲ <u>L</u> oad	😂 Print All 🛛 🌐	Print 🔄 Ma	ilshot				
rom Date:	08.05.2012 -	From Inv No:	10006	From A/c No:			
o Date:	08.05.2013 -	To Inv No:	1017	To A/c No:			
Indude I	nvoices to Branch Acco	vinte	Evdude	If Already Printed 🕅 Exclude	If Already Emaile	н	
-	ber List to Print (separ		7 <u>27</u> 28222223				
uter C	t Groups		Custom Ei	ter SQL			
Accoun	8		Custom <u>F</u> il	ter SQL			
TRADE			Custom Ei	ter SQL			
TRADE			Custom <u>F</u> il	ter SQL			
TRADE		Invno	Custom Eil		Amount	Alphacode	Post Code
TRADE	SN		Accno			Alphacode OWEDEN01	Post Code
TRADE	GN Transdate	Invno	Accno	Name	\$2,043.50		Post Code
TRADE	SN Transdate 23:05:2012	Invno 10006	Accno 11 9	Name 11. OWEN DENTON	\$2,043.50 \$1,923.20	OWEDEN01	Post Code
TRADE     RETAIL     FOREI     #     6     11     16	SN Transdate 23.05.2012 29.05.2012	Invno 10006 10010	Accno 11 9 4	Name 11. OWEN DENTON 9. MARKET PARTS	\$2,043.50 \$1,923.20 \$824.45	OWEDEN01 MARPAR01	Post Code
TRADE     RETAIL     FOREI      FOREI      f	Transdate 23.05.2012 29.05.2012 17.05.2012	Invno 10006 10010 10013	Accno 11 9 4 6	Name 11. OWEN DENTON 9. MARKET PARTS 4. CAR JUNCTION	\$2,043.50 \$1,923.20 \$824.45	OWEDEN01 MARPAR01 THECAR01 SYMSTC01	Post Code
TRADE     RETAIL     FOREI      #     6     111     16     18     19	Transdate 23.05.2012 29.05.2012 17.05.2012 17.05.2012	Invno 10006 10010 10013 10014	Acano 11 9 4 6 5	Name 11. OWEN DENTON 9. MARKET PARTS 4. CAR JUNCTION 6. CENTRAL SERVICE STATION	\$2,043,50 \$1,923,20 \$824,45 \$2,942,58	OWEDEN01 MARPAR01 THECAR01 SYMSTC01 DCPAN01	Post Code

Invoice Batch Printing Screen

- **3** Enter the search parameters you require (e.g. Date, invoice number and/or account numbers).
- 4 Specify an account group or custom SQL if required.
- **5** Select the **Exclude If Already Printed** option to exclude invoices that have already been printed.
- 6 Select the **Exclude If Already Emailed** option to exclude invoices that have already been emailed.

- 7 Click Load to load the invoices that fit the search criteria.
- **8** Use the Exogrid sorting function to sort invoices into the order you wish them to print.
- 9 Click Print All or Print (to print a single invoice).
- **10** To email an invoice, double-click on it to **View** and then click on the **E-mail** icon in the menu bar.



## Skills checklist

 ${f N}$  Tick the skills that you have learned in this unit.

Skills	$\checkmark$
Edit invoice reference fields	
Generate Credit Notes for returns	
Reverse Payments and issue Refunds	
Search for an invoice	
Print invoices	

Sales Orders

# Sales Orders



In this unit you will learn how to manage sales orders.

By the end of this unit, you will be able to:

Search sales orders

Process Backorders

Process Standing Orders

Process Sales Order Batches

## Working with Sales Orders

There are a number of different types of sales orders, accessed through the create/Supply Sales orders button on the Sales screen.

#### Sales Order

- Not processed (not supplied or invoiced).
- Partly processed (partly supplied and/or invoiced).
- Fully processed (fully supplied and invoiced).

#### **Standing Order**

These orders are considered an outstanding order and therefore commit stock. Once a standing order is processed, stock will be recommitted for the next standing order.

#### Backorder

Backorders are established when sales orders are supplied yet there is insufficient stock. Backorders will remain in the system until processed as a sales order or forced to fully processed.

#### Quote

Quotes enable you to maintain a record of quotes given to customers without committing stock.

#### Lost Quote

This status enables you to keep track of unsuccessful quotes.

#### Layby (used for Retail Manager module)

During this section we will look at searching for different types of sales order, processing standing and back orders as well as taking deposits on sales orders.



MYOB EXO Finance can also support consignment orders. See your Implementing Partner.

## Searching Sales Orders

Sales orders are searched for via the create / Supply Sales Orders button on the **Sales** screen. Once you have found the sales order it can be:

- Edited
- Processed
- Printed
- Copied (using the 🔤 icon)
- Converted to other order types
- Marked as deleted
- You can also view the history of the sales order.

#### To search sales orders

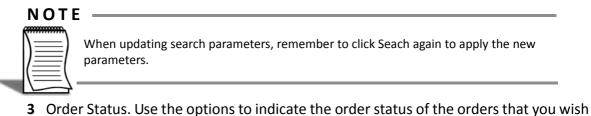
Transactions > Sales Order (F4)

Search for a previously entered order via the Create/Supply Sales Orders screen.

Order #:	Stat			Period:	°		Phone:		Fax:	
Search Key:			Branch:	w		100	der status: Include Unpro		Include Ouotations	
Apply extra filte	r options	Search	<all bran<="" th=""><th>ches&gt;</th><th>•</th><th></th><th>Include Part-P Include Fully S</th><th>Proc / Back Orders Supplied &amp; Invoiced d Fully Processed</th><th>Include Standing Orders</th><th></th></all>	ches>	•		Include Part-P Include Fully S	Proc / Back Orders Supplied & Invoiced d Fully Processed	Include Standing Orders	
Order N	Cust O/N	Order Date	Due Date	A/c	Name		Reference		Status	
10022		01.06.11	01.06.11	2	ALL CAR PAR	TS			0 - Not Processed	
10017		01.05.11	29.05.11	100.00	TERRY'S SP				1 - Partly Processed	
10016		29.05.11	08.06.11	-	MARKET PA				1 - Partly Processed	
	21005599		24.07.10		COMFORT AL		i		4 - Standing Order	
10014	30002255	23.09.10	23.09.10	3	AUSSIE SPAR	ES			4 - Standing Order	
+ 📃 History : Sales Oi	der 10027	2								
Doc# Activi	ty	Date-Time		Sales	Person S	taff #	Branch	BSOLP Batch Link		
	Qty	1/06/2011 2	2:34:24 PM		5	8	0	-1		

Sales Order Search Screen showing Sales Order History

- 1 Click on the 🖪 icon to show the history of the selected sales order.
- 2 Search Key. The search key can contain all or part of the account name, order number, reference, customer order number, reference or account number. Enter details and click the **Search** button.



- to view, e.g. select **Exclude on Hold** to exclude those orders with an on hold status.
- 4 Branch. Specify a particular branch or all branches for sales order viewing.
- **5** Select the option **Apply extra filter options** to refine your search when multiple orders are present. For example, you can search for all orders that were made in the last week for a particular salesperson only.

🗾 Order Date Between	1/06/2011	•	And	1/06/2011	•
Delivery Date Between	1/06/2011		And	1/06/2011	
Account Group	Ū.				_
Salesperson	8. EXO BUSIN	IESS	ADMIN	ACCOUNT	
Order #Range	from		to	)	
🕅 Order # List					

Sales Orders - Extra Filters Options screen

- 6 Click **Search** to show all orders based on the parameters set in the header window (Search Key, Branch, Order Status).
- 7 Click on the **riter** icon in the menu bar if you wish to search for sales orders that only contain a particular stock item.
- 8 Open the sales order by double clicking. You can then edit or supply the order as required.

#### ΤΙΡ



From within the Sales Order Search Grid (**F4-Enter**) you can quickly convert the status of a sales order (e.g. quote to order, or quote to lost quote) by right clicking on the order line and choosing the appropriate **Convert To** option.

## **Process Backorders**

When your configuration allows, a stock item can be put on backorder if there is insufficient stock to supply the order.

When supplying, or quick supplying a short-stocked item, the system will ask if you want to put it on backorder.

#### Example: Establish a backorder

There is an existing order from Aussie Spares for four Battery Chargers (BATCHA01) which we are attempting to supply. In the Sydney office there is only 1 battery charger available to supply, so the system will ask if you want to put the 3 remaining on backorder.

Warning. There is	a stock shortage:	
BATCHA01 - BATTE	RY CHARGER	
	1. Sydney	All locations
Physical:	1	31
Committed:	0	0
Free stock:	1	31
Incoming:	0	
Required:	4	
Shortage:	3	
Do you want to place	e 3 units on Back order?	
		Yes No

Backorder Process: Stock Shortage screen

The 3 remaining BATCHA01 will be put on backorder and the supply screen amended to show Supply now = 1 and invoice now = 1.

1	Invoice as Suppli	ed 🛛 Print Packing Slip	Generate Invoice	🔽 Enter Pa	yment			Invoice	e Date :	Age :			Set
1	Check Stock Leve	els	Print Invoice	Force to	Fully Proce	ssed 🔽	Show All	1/06	/2011	👻 0. Ju	ne 2011	•	Defaul
#	Stock Code	Description		Ordered	Supplied	OutStar	nd Re	leased	BK Ord	er Invoic	ed Uninvoiced		
	BATCHA01	BATTERY CHARGER		4(+)	0		4	0(+)		3	0 0	1	
		Supply Now 1	Invoice Now	1 Unit Price	70.40	Disc %	0.0%	Location	n 1 I	Batch Code	:		

Backorder Process: Extract from revised Supply screen

Process the revised order and a backorder will be established for the remaining 3 items.

From the **Sales Order Screen**, click on the **retern** icon on the menu bar to list any existing backorders. This list can be printed if required.

Sales Order Line Filter File Filter Help							•
🖨 Print 🥵 Search		_		-	_		_
Search Selection all Stock Items Selected Stock Item	Search	V Inc	lude Un-Released 📃	Include Un Include Un			
Order No Order Date Due Date 10025 01.06.11 01.06.11	A/c Name 3 AUSSIE SPARES	Stock Code	Description	Ordered	Released	BackOrder	Pick

Sales Order Line Filter: Backorders

Once stock has been replenished (usually via purchase or a stock transfer from a different location), the backorder may be supplied.

#### NOTE -

	(===)	
	(=)	
	(=)	

MYOB EXO Business supports a true backorder system in that an item can be placed on Backorder even when there is enough stock in the system.

#### To supply a backorder

Transactions > Sales Orders > [Select Order] > Open Order

Backorders can be processed using the same methods as standard orders.

Alternatively click on the Sales order line Filter to review backorders, particularly of a specified stock item.

1 Search for backorders. From the **Sales Order Search** screen (**F4**), select the option **Include Part-Proc/Backorders** and ensure that no other options are selected.

ΤΙΡ

Alternatively click on the Sales order line Filter to review backorders, particularly of a specified stock item.

- 2 Print backorder list. It is sometimes helpful to print the backorder list. Click on the arrow next to the print icon and choose **List** to print a summary of the displayed list of orders, or **Print Backorders** to print a detailed document for each backorder.
- **3** Select backorder to process. Double-click to open the backorder you are ready to process and use the appropriate **Supply/Quick Supply** option.

**4** Batch backorders. Alternatively use the batch processing function (outlined later in this module) to process backorders as a batch.

Bk/Ord #: 10025	Status: Back Ord	er Pi	eriod: June 2011	Phone: 07-337	72 2288	Fax: 07-337	2 2299	
ccount: 3, AUSSIE SF	ARES	Salesp	erson: 2, DAVID 0	CRANSTON				C
Delivery Address								
treet: 97 BRID			Order date:	1/06/2011	AUD:			1
tate: QLD			Due date:	1/06/2011	Reference:	-		
ountry: AUSTRA	LIA		Default Loc #:	1. Sydney 👻	GST:	Exclusiv	0	-
ne 6:			On Hold:	1. Syuney	Branch:	0. SYDN		-
Supply Details	-	A222	17 <u>11</u> 0		13.10		50	
Supply Details		o 💟 Generate V Print Inv	oice For	ter Payment ree to Fully Processed	Show All 1/0	6/2011 🔻	Age : 0. June 2011	▼ Defa
Supply Details		📝 Print Inv	oice 🔲 F <u>o</u> r Orde	ce to Fully Processed	Show All 1/0 and Released	6/2011 ▼ BK Order I	-	✓ Defa
Supply Details	Description BATTERY CHARGER	📝 Print Inv	oice 🔲 F <u>o</u> r Orde	rce to Fully Processed ered Supplied OutSta 4(+) 1	Show All 1/0 and Released 3 1 <u>(+</u>	6/2011 ▼ BK Order I 3	0. June 2011 nvoiced Uninvoice 1	✓ Defa ed
upply Details V Invoice as Supplier Check Stock Levels # Stock Code BATCHA01	Description BATTERY CHARGER	V Print Inv	oice 🕅 For Orde	rce to Fully Processed ered Supplied OutSta 4(+) 1	Show All 1/0 and Released 3 1(+)	6/2011 ▼ BK Order I 3	0. June 2011 nvoiced Uninvoice 1	✓ Defa ed
upply Details V Invoice as Supplier Check Stock Levels # Stock Code BATCHA01	Description BATTERY CHARGER	V Print Inv	oice 🕅 For Orde	rce to Fully Processed ered Supplied OutSta 4(+) 1	Show All 1/0 and Released 3 1(+)	6/2011 ▼ BK Order I 3	0. June 2011 nvoiced Uninvoice 1	✓ Defa ed
upply Details V Invoice as Supplier Check Stock Levels # Stock Code BATCHA01	Description BATTERY CHARGER	V Print Inv	oice 🕅 For Orde	rce to Fully Processed ered Supplied OutSta 4(+) 1	Show All 1/0 and Released 3 1(+)	6/2011 ▼ BK Order I 3	0. June 2011 nvoiced Uninvoice 1	✓ Defa ed
iupply Details	Description BATTERY CHARGER	V Print Inv	oice 🕅 For Orde	rce to Fully Processed ered Supplied OutSta 4(+) 1	Show All 1/0 and Released 3 1(+)	6/2011 ▼ BK Order I 3	0. June 2011 nvoiced Uninvoice 1	✓ Defa ed
Upply Details U	Description BATTERY CHARGER	V Print Inv	oice 🕅 For Orde	rce to Fully Processed ered Supplied OutSta 4(+) 1	Show All 1/0 Ind Released 3 1(++) 0.0% Location	6/2011 ▼ BK Order I 3	0. June 2011 nvoiced Uninvoice 1	✓ Defa ed
Check Stock Levels # Stock Code 1 BATCHA01	Description BATTERY CHARGER Supply Now 00 Phys	V Print Inv	oice 🕅 For Orde	ce to Fully Processed red Supplied OutSta rice 70.40 Disc % Cost Price Base Price	Show All 1/0     nd Released         3 1(+         0.0% Location	6/2011 ♥ BK Order II 1 3 3n 1 Batch	0. June 2011 nvoiced Uninvoice 1	✓ Defa ed

Supply Backorder

#### ΤΙΡ



Use the **Sales Order Line Filter** in the menu bar to enable searching for backorders (or any other order types) containing a particular stock item. For example, if you have just received delivery of additional battery chargers you can click on **Selected. Stock Item** 

## **Process Standing Orders**

A standing order is considered an outstanding order and therefore commits stock. Once a standing order is processed, stock will be recommitted for the next standing order.

Transactions > Sales Orders > Process Standing Orders

#### To process standing order

1 List standing orders. Using the menu path outlined above, open the Process Standing orders screen to provide a list of all standing orders in the system. Do not use Create/Supply Sales Orders to supply a standing order as the order will be converted and no longer be accessible as a standing order.

Reference	ate: Code	Filter:	1/06/2011 💷 🔻	Print Invo	oices Order to Pro	cess 🛛 🖉 <u>A</u> rchive	processed orders	
Order No	A/c	Name		Reference	Cust O/N	Order Date	Total	
10004		ALL CAR	PARTS		6257	11/07/2010	\$2,615.63	
10005	20	ALLPART	IS AUTOMOTIVE LTD		62874	11/07/2010	\$1,221.41	
10014	3	AUSSIE	SPARES		30002255	23/09/2010	\$947.55	
10015	21	COMFOR	RT AUTOMOTIVE SERVICE	S	21005599	24/07/2010	\$2,133.84	1

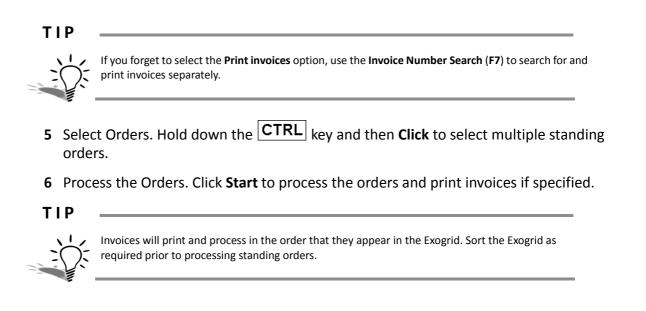
Process Standing Orders screen

- 2 Filter standing orders. Enter details into the Reference Code Filter to filter the standing order, for example 15th for standing orders due on the 15th of the month, 26th for those due on the 26th of the month.
- **3** Enter the invoice date.
- 4 Select the option **Print Invoices** to print invoices if required.

#### IMPORTANT -



When entering standing orders ensure that you enter an appropriate **Reference** to assist in filtering multiple standing orders.



## Process Sales Order Batches

Transactions > Sales Orders > [Select Orders] > Batch Sales Order Processing

Sales orders can be processed in batches when multiple orders are to be supplied at the same time.

#### To process sales order batches

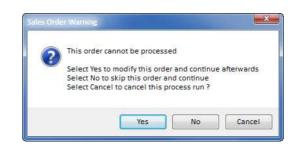
- 1 Search existing orders. Search existing orders using appropriate text in the Search key, select **Branch** from the drop down menu and tick the required **Order Status** options. Then click **Search**.
- 2 Select required orders. Hold down the **CTRL** key while clicking on the required sales orders to select multiple orders.
- **3** Commence processing. Click on the *icon* in the toolbar to start processing.

Process to	
FIUCESS 10	Print documents
Release	Picking slip
Pick	Confirmation slip
🔽 Post stock movement	Packing slip
V Post invoice	💟 Tax invoice
✓ Invoice Date as Sales Order	Invoice date 1/06/2011
	Age: 0. June 2011 -
	Dispatch Method Override
Details	OK Cancel
	Pick Post stock movement Post invoice Invoice Date as Sales Order

Batch Sales Order Processing screen

- 4 Choose options. Select or unselect the quantities, processing and printing checkboxes to suit the business requirements (click **Details** to provide further options as shown above).
- 5 Save Defaults. Click **Save as Default** to retain the batch settings (ie which optons are selected) for next time.

6 Process the sales order batch. Click OK.



Sales Order Warning Batch Processing

The **Sales Order Warnings** may appear if there are any problems with processing the order. This may include invoice dates outside the current period or processing orders other than sales orders (e.g. quotes or standing orders). If you choose to modify the order and continue the batch afterwards, click the **a** icon in the toolbar to continue the batch.



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	$\checkmark$
Search for a Sales Order	
Process Backorders	
Process Standing Orders	
Process Sales Order Batches	

# 0

# Selling Bills of Materials

In this unit you will learn By the end of this unit, you will be able to: how to sell Bills of Materials. Create a sales order using an Order Template Sell a Kit BOM Sell a Build BOM

## Selling Bills of Materials

Bills of Materials (BOMs) can be established to sell a group of stock items under the one stock code or reference. There are three basic types of BOMs:

- Order Template
- Kit
- Build

#### Order Template BOM

- A simple product list for use with sales orders only. The BOM code is a shortcut to the product list, to save keying each product into the order. This can be helpful for establishing standard opening orders when dealing with resellers.
- Can be linked to a debtor account via the **Auto Order Template** field on the **Details2** tab. Each new sales order for that customer will be automatically populated with products from the template, and this is the completely editable.

#### Kit BOM

- Individual components are sold, and the BOM code is a shortcut code to the collection of components.
- Sold using a full stop in the stock code field (ie .CARCARE02) but is not "manufactured".

#### **Build BOM**

- All components are consumed in a transformation to make an output stock item which is then sold.
- The manufactured stock item is sold.

## Establish an Auto Order Template

Once an order template BOM has been set up in the Bill of Materials screen it can be linked to a customer. When a sales order is generated for that customer the specified template will automatically populate the order and can be edited as required.

To set up an auto order template, go to the **Details2** tab of the debtor account and enter the *name* of the Order Template in the **Auto Order Template** field.

While only one Auto Order template can be specified per debtor, additional order templates can be added to the sales order once generated. Refer to *'Selling Kits and Order Templates'* on page 64 for more information.

## Selling Kits and Order Templates

Kits and Order Templates need to be searched for using a full stop in the stock search field in order to recall the Bill of Materials search screen.

#### **To sell Kits**

- 1 Create New Sales Order. (F4 and New), or
- 2 Create new Debtor Invoice (F6 and New).
- **3** Search for the BOM (Bill of Materials) code. Put a **Fullstop** in the stock code column of the order/invoice and press **Enter**. This will display a list of current BOM's. Use filters in the Search key if required.

Description: CAR CAR	E KIT - BASIC		
Search Key:	● by <u>B</u> ill Code Search ○ by <u>Q</u> utputItem	Iype Filter: ✓ Indude Kit Types ✓ Indude Build Type ✓ Indude Order Tem	
Bill Code	Description	Output Code	Repo
CARCARED1	CAR CARE KIT - BASIC	DEF BOM OUTPUT	a
CARCARE02	CAR CARE KIT - ENTHUSIAST	DEF BOM OUTPUT	0
CARCARE03	CAR CARE KIT - SERIOUS CAR CARE	CARCARE03	8
CARCARE04	CAR CARE KIT - LUXURY	CARCARE03	8
ENGINE	ENGINE ASSEMBLY	ENGINE	0
MJRSRVC	MAJOR SERVICE KIT	DEF BOM OUTPUT	0
MNRSRVC	MINOR SERVICE KIT	DEF BOM OUTPUT	0

Bill of Materials Search Screen

- 4 Select BOM code. Double-click on the required BOM Code and press Enter.
- Order BOM. If the BOM is an order type and priced by product, it will simply enter the products (components) into the order/ invoice. These can then be edited individually as required (e.g. quantity, price, etc). If the BOM is priced by template it will put in a header record of the BOM Output code with the total price and list the components with no price.
- BOM Quantity. If it is a kit type, a dialog box will request a BOM Quantity. The order/invoice will then be populated with a header and component lines scaled by the requested quantity. These components can only be edited if your user profile allows. See your implementing partner.

- Price by Total. If the BOM is a Price By total then the system asks for confirmation of the total price. If the price is changed the difference will be spread pro-rata against the component items for recording the sale.
- 5 Click Save.

#### ΝΟΤΕ —



To review sales of a kit you must look at the component stock items or generate reports that review BOM Headers/Components such as **Stock Sales By Debtor** or **Debtor Sales By Stock**.

## Selling Build BOMs

There are a number of options for selling **Build BOMs** which can have varying implications for your database. It is probably best to discuss these options with your implementing partner to determine the best method for your organisation.

It is generally recommended that **Build BOMs** are sold using their output code (e.g. ENGINE) so that stock levels can be monitored and new items can be processed as appropriate.

Essentially the BUILD BOM is sold as a simple stock item and can be properly inventoried and tracked through the one stock code.



## Skills checklist

Tick the skills that you have learned in this unit.

Skills	$\checkmark$
Create a Sales Order using an Order Template	
Sell a Kit BOM	
Sell a Build BOM	

Sales Orders

## Reporting



This unit will list the By the end of this unit, you will be able to: reports related to Sales Orders. List the available Sales reports Use the Sales Analysis Designer

## Reports

EXO Business's reporting capacity is extensive and there is a vast number of standard reports available. In addition there are a number of tools which allow you to customise and design your own reports and forms as well as produce graphical analysis of information.

Available reports can be viewed via:

#### **Clarity Report Browser**

The **Clarity Report Browser** shows all available reports categorised into functional areas. Reports can be previewed, run or added to a user's menu as required.

#### Dashboard

The Dashboard enables each user to display data using widgets created in EXO Analytics.

#### Functional menu reports drop down

The functional menu reports drop down is located on the lower left hand corner of the main screens (ie Sales, Purchases, Stock, etc). The drop down will show reports that relate to the screen you are currently viewing. For example, on the **Sales** screen the reports drop down will show reports that relate to either **Sales**, **Sales Orders** or **Debtors**. Individual reports can be selected from the drop down menu.

#### **EXO** Analytics

**EXO Analytics** presents a customisable overview of the organisation's business status. It is intended for use by management to monitor business performance.

## Sales Reports

The following lists the sales order and sales reports available via the Reports menu. While each company and every user has different requirements for reporting, the most commonly used reports have been highlighted. It is recommended that you review and get familiar with these reports.

- Sales Analysis Designer
- Profitability by Debtor by Account Group
- Profitability by Staff
- Sales Turnover by Debtor
- Sales Turnover by Debtor Group
- Sales by Staff
- Staff Sales by Stock
- Stock Group Sales
- Stock Sales by Debtor
- Back orders
- Sales order listing
- Debtor Sales by Stock
- Sales by Debtor
- Stock Sales
- Stock Sales by Debtor by Group
- Stock Sales by Debtor by Staff
- Stock Sales by Staff
- Stock Sales by Supplier
- Weekly Sales by Branches/Terminals
- Stock Sales Analysis (MTF/LYMTD Variance)
- Debtor by Location Sales (12 mth qty)
- Location Sales by Sales person (12 mth sales)
- Top Moving Stock Items by Supplier
- Sales Exception Report

## Sales Analysis Designer

The **Sales Analysis Designer** is found under the **Reports > Sales Reports** menu and allows you to create formats for and generate custom sales reports.

There are a number of standard report types that you can modify by changing how you sort the data (stock, debtors, creditors, primary and secondary groups) and by adding selection criteria (e.g. salesperson = David Smith).

Standard report types include:

- Period
- Date Range
- Group Percent
- Discounts
- 12 Month Quantity / 12 Month Sales
- 5 Weeks Quantity / 5 Weeks Sales

eport Type								
12 Month Sales	Groupings	ngs						
Period: 0. June 2011 -	, Main Group:	StaffName LocationName						
	Secondary Group:							
	Report Heading:	LocationName by StaffName Report						
ther Options								
Show Sales Only Add Subtotal	Below Rpt Sort By G	uantity						
				Edit Delete				
neld:	Condition:	Value:		Edit Delete				

Sales Analysis Designer

The above settings will generate a report showing 12 month sales for each stock item by sales representative for the Sydney branch only (branch = 0).

Code	Description	Jul10	Aug10	Sep10	Oct10	Nov10	Dec10	Jan11	Feb11	Mar11	Apr11	May11	Jun11	Tot
0.No Man	ager													
1 Sydney 2 Melbourne 4 Auckland	0 0 0	0 0 0	0 0 0	0 0 0	0 0 0	61 0 0	943 0 0	0 0 0	0 0 0	0 0 0	0 0 169	0 308 0	1,00 30 16	
		0	0	0	0	0	61	943	0	0	0	169	308	1,48
1.BRIDGE	T FAIRWEATHER													
1 2 3 4	Sydney Melbourne Brisbane Auckland	1,587 0 516 0	8,358 0 0 0	2,852 0 0 0	2,555 0 0 0	6,354 0 0 0	12,613 0 0 0	5,989 0 0 0	4,158 0 120 0	7,407 0 0 0	19,829 6,082 0 0	7,305 199 0 811	106 0 0 0	79,11 6,28 63 81
		2,104	8,358	2,852	2,555	6,354	12,613	5,989	4,278	7,407	25,911	8,315	106	86,84
2.DAVID	CRANSTON													
1 2 4	Sydney Melbourne Auckland	1,824 0 0	0	170 0	8,541 0 0	4,217 0 0	2,283 0	7,958 0 0	1,623 0	871 0 0	0 0	9,221 29 0	661 0 384	37,36 2 38
		1.824						, i	, in the second s	, in the second se	, in the second se	, in the second s		

Sample Sales Analysis Design Report

Once customised, the report can be:

- Saved
- Saved as
- Printed
- Previewed, or
- Exported to Excel

If you are saving reports, remember to save them into the directory for all your other custom reports, often something like **MSSQL Masters >Variations**.

Some predefined reports are available by clicking on the **Open** icon in the toolbar of the **Sales Analysis Designer** screen. These can then be opened and used as is or modified as required.